



**DEPARTMENT OF THE AIR FORCE
PROFESSION OF ARMS CENTER OF EXCELLENCE**

13 March 2015

MEMORANDUM FOR Your MAJCOM
Your FM
Your FSS

FROM: Your Unit
Unit Address

SUBJECT: Request for Approval of Special Morale and Welfare for Promotion Ceremony

1. Request SM&W funds for a Promotion Ceremony in the amount of \$115.00. It is understood that the AF policy does not authorize reimbursement of sales tax. The POC will be reimbursed upon original receipts submitted within two (2) working days after the event. If the event occurs within the last two days of the month, original receipts must be submitted the last day of the month for reimbursement. (Example; if your event is held on 30 or 31 August, original receipts must be turned in for reimbursement at COB 1600 hours 31 August.)

2. The following is supplemental information:

- a. Promotee: Full Name and Rank, Unit
- b. Date and Place of Event: 25 June 2015, JBASA-Randolph Religious Activity Center
- c. Attendance: 100 DoD and 25 non DoD
- d. Memento for retiree, SM&W Rule #15, \$20.00. **(Authorized: not to exceed \$20.00 maximum)**. Examples of mementos are: items engraved with the date and event, plaque, coin.
- e. Light refreshments and beverages, SM&W Rule #16 cost, \$75.00. **(Authorized, not to exceed maximum of \$75.00 per retiree)**.
- f. Flowers or memento for spouse of retiree, SM&W Rule #17, \$20.00. **(Authorized; not to exceed \$20.00 maximum reimbursement)**. Examples of mementos are items engraved with the date and event, plaque, coin, or picture. Corsage/boutonniere, flowers & mementos are only authorized for the spouse of the retiree.
- g. Project Officers: Full Name and Rank, HQ PACE/DS, email and phone

NOTE: Amenities are limited to light refreshments and necessary food serving items such as disposable accessories (i.e., paper or plastic plates, cups, utensils, etc.) Authorized items under SM&W are light refreshments such as non-alcoholic beverages, desserts, snacks, and finger foods. Unauthorized items under SM&W are alcoholic beverages, meals, buffets, banquet, smorgasbords, heavy hors d'oeuvres, linens, table cloth rental, table cloth purchases, sales tax, and tips.

RICHARD T. RYAN, DAF
Director of Staff